

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, SEPTEMBER 20, 2021
HOLCOMB FARM WORKSHOP
7:00 P.M.
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

- A. Approval of Meeting Minutes – September 7, 2021

IV. UNFINISHED OR TABLED BUSINESS

V. BUSINESS

- A. Resignations and Appointments
Vacancies: (1) Conservation Commission; (1) Affordable Housing Committee
- B. Consideration of the Awarding of the Contract for Architectural Services for the Granby Memorial High School Roof Replacement to Silver Petrucelli & Associates

VI. TOWN MANAGERS REPORT

- A. Budget Operations

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

VIII. SELECTMAN REPORTS

(Sally S. King, Mark C. Neumann, Edward E. Ohannessian, Glenn G. Ballard, and John Bell, Student Liaison)

IX. ADJOURNMENT

The next regular meeting is scheduled for October 4, 2021.

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
SEPTEMBER 7, 2021**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Sally King, Mark Neumann, Edward Ohannessian, William F. Smith Jr., Town Manager

Also present: Kimi Cheng, Director of Finance

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

A. Recognition of Long-Term Recovery Committee Members

First Selectman Kuhnly acknowledged and thanked all the members of the committee: Cindy Adams, Lori Blackburn, Sandra Flagg, Mary Ann Guarco, Philip Main, Walter (Skip) Mission, Clark Pfaff, Eric Vincent, Taylor Wrye, Virginia Wutka and Sandra Yost. David Watkins was the Committee Chairman. It was also noted that although Kathy Ungerleider was not an official committee member, she was a great asset to the committee.

The committee's goal was to identify the unmet needs of the community created by the COVID-19 crisis and to develop methods to assist the citizens and businesses recover.

Chairman Watkins reported that although the Town did a good job preparing for recent Hurricane Ida, it was brought to his attention that means to reach out to residents, other than social media, is needed.

III. MINUTES

A. Approval of Minutes of Regular Meeting

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to approve the minutes of the regular meeting of August 16, 2021 as presented.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to approve the minutes of the special meeting of August 31, 2021 as presented.

IV. UNFINISHED OR TABLED BUSINESS

No unfinished or tabled business was before the Board.

V. BUSINESS

A. Resignations and Appointments to be Considered

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (4-0-0) to approve the appointment of Anna Sogliuzzo to the Affordable Housing Committee

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to approve the appointment of Greg Dion to the Conservation Commission.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to approve the appointment of Rose Mouning to the Affordable Housing Committee.

B. Consideration of Friends of Cossitt Library Grant Opportunity

The Friends of Cossitt Library (FCL) are applying for a Capital Grant from the Pomeroy-Brace Fund (PBF) to address the building's most urgent needs. This grant represents the initial phase of a multi-phase preservation capital project overseen by the Library Projects Committee. The initial phase encompasses exterior work to repair and restore the areas on the north and east sides of the upper story. The estimated cost of this phase will be between \$28,000 and \$36,000. The FCL will contribute \$28,000 to the project from the 2021 PBF grant when it is received. Additionally, they will cover the cost of the construction/scope of work documents that are required for this project in the amount of \$6,500, which is not included in the estimated cost of the project.

In order to write and submit the PBF grant, the FCL and Library Projects Committee request that the Board of Selectmen commit to approve an additional appropriation of \$10,000 to cover the difference between the actual cost of Phase 1 of the Cossitt Library Preservation Project and the PBF grant. Any unspent funds will be returned to the General Fund.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (4-0-0) to approve an additional appropriation of \$10,000 to cover the difference between the cost of Phase 1 of the 2021 Cossitt Library Preservation Project and the grant amount awarded to the Friends of Cossitt Library. Any unspent amount will be returned to the General Fund. The Board forwards this request to the Board of Finance to approve.

Selectman Neumann would like to make sure that the withdrawals from the General Fund will not significantly affect the balance/credit rating. Town Manager Smith believes this will not have a significant impact.

C. Consideration of Personnel Matters (Items Deemed Appropriate for EXECUTIVE SESSION)

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to reorder the agenda, placing item V. C. to be discussed during EXECUTIVE SESSION following Selectman Reports.

D. Consideration of Ratification of Collective Bargaining Agreement the International Brotherhood of Police Officers

Town Manager Smith indicated the Town and Union have come to a tentative agreement and they are ready to ratify the agreement. There were no questions at this time.

ON A MOTION by Selectman Ohannessian, seconded by Selectman King, the Board voted unanimously (4-0-0) to table this item to EXECUTIVE SESSION following Selectman Reports

VI. TOWN MANAGER REPORTS

The Town Manager had no further reports at this time.

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

First Selectman Kuhnly shared a story regarding Tyler Coiro who was a camp counselor at Salmon Brook Park this past summer. As required, Terry was certified in adult & pediatric CPR First Aid & AED by his Supervisor, Terry Zimniecki. On August 21st while working as a parking attendant for a Simsbury outdoor concert, he was approached by a man asking for help for a friend who was in distress. The person was unresponsive. Tyler instructed the bystander to call 911. He administered eight rounds of compressions and rescue breathing while waiting for help to come. The paramedics then administered advanced life-saving techniques to revive the man. The paramedics informed Tyler that without his assistance, the man most likely would have died. First Selectman Kuhnly commended Tyler for his actions and Terry Ziemnicki for providing him with the skills he provided that day.

First Selectman Kuhnly also announced the recent appointment of Erica Robertson as Granby's next Town Manager. She will begin on September 20th and was most recently the Assistant Town Manager of Farmington since 2001. Ms. Robertson received her Masters of Public Administration and a Bachelor of Arts in History and Political Science from the University of Connecticut. The entire Board was impressed with her.

First Selectman Kuhnly also thanked Town Manager Bill Smith and Kerry Kielbasa for their work in bringing Erica to the Town. He also thanked Sally King and the Board for interviewing all the candidates.

Erica addressed the Board and thanked them. She stated she is very excited to come to Granby and can't wait to get started.

VIII. SELECTMAN REPORTS (Sally King, Vice Chairman, Glenn Ballard, Mark Neumann, Edward Ohannessian)

Selectman Ballard had asked Selectman Kuhnly to inquire about the status of the radio project. Town Manager Smith responded they are waiting for the final report, analysis on the towers as well as what other towns are doing. It is a complicated process and they are hoping to hear something soon.

IX. ADJOURNMENT

ON A MOTION by Selectman Ohannessian, seconded by Selectman Neumann, the Board voted unanimously (4-0-0) to recess the meeting to Executive Session at 7:25 p.m.

CLOSED SESSION

First Selectman Kuhnly called the Executive Session of the Board of Selectmen to order at 7:26 p.m.

PRESENT: B. Scott Kuhnly, Sally King, Mark Neumann, Edward Ohannessian, William F. Smith Jr., Town Manager, Kimi Cheng, Director of Finance

The purpose of the meeting was to discuss a personnel matter.

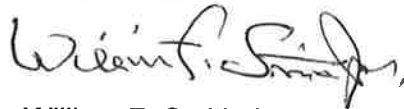
ON A MOTION by Selectman Neumann, seconded by Selectman King, the Executive Session adjourned at 7:30 p.m.

The regular meeting of the Board of Selectmen was reconvened at 7:31 p.m.

ON A MOTION BY Selectman King, seconded by Selectman Neumann, the Board voted (4-0-0) to ratify the Collective Bargaining Agreement with the International Brotherhood of Police Officers (IBPO) Local 581.

ON A MOTION By Selectman King, seconded by Selectman Neumann, the Board voted (4-0-0) to adjourn at 7:32 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "William F. Smith Jr.", written in a cursive style.

William F. Smith Jr.
Town Manager

TOWN OF GRANBY

MEMORANDUM

DATE: September 20, 2021

TO: Board of Selectmen

FROM: William F. Smith, Jr., Town Manager

REGARDING: **V. BUSINESS – ITEM B**

Consideration of the Awarding of the Contract for Architectural Design Services for the Granby Memorial High School Roof Replacement to Silver Petrucelli & Associates

The School Projects Building Committee was tasked with drafting a Request for Qualifications for architectural design services for the roof replacements at Granby Memorial High School.

The roof replacement consists of approximately 81,614 sq. ft. of low-slope membrane roofing system. The original building was built in approximately 1947, with later additions added in 2001. The scope of the project involves the low-slope roofs on all building sections excluding the approximate 10,428 square feet of Building #1 that was previously replaced in the beginning of 2019. The 330 square feet on the Entry Vestibule is also excluded. Some sections of roofing to be replaced in this scope are original to the building.

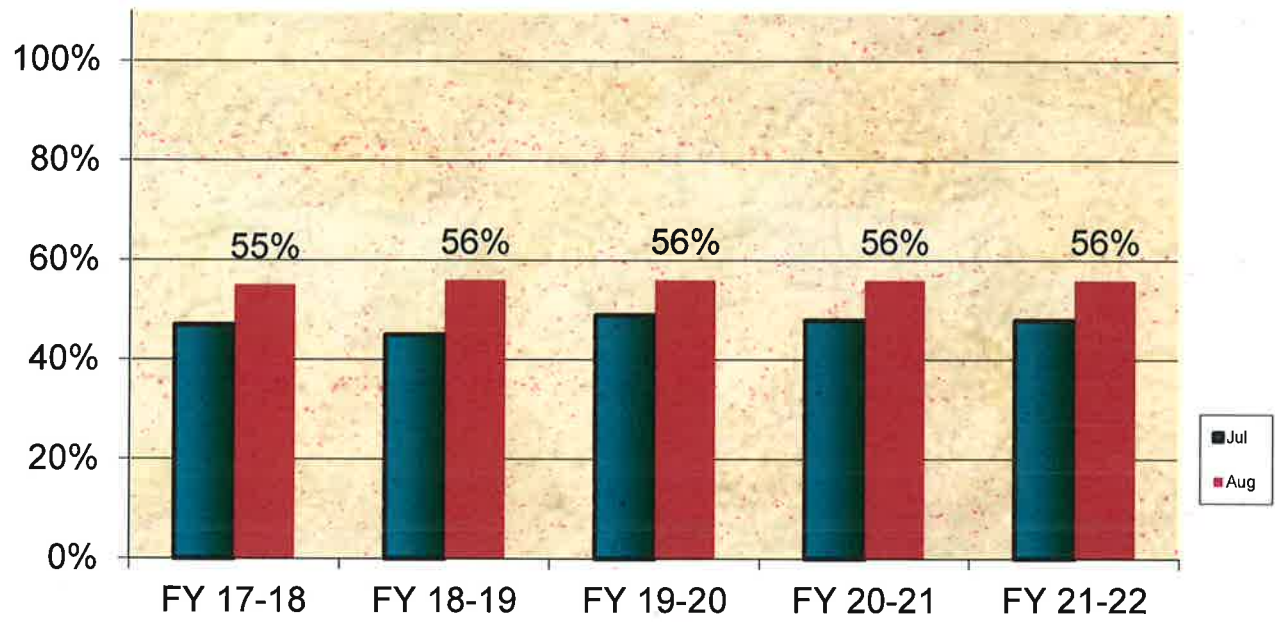
Eight firms submitted qualifications. Four firms met the specified qualifications and two firms were interviewed. Out of the firms that were interviewed, the firm of Silver Petrucelli & Associates (SP&A) of Hamden, CT was selected by the Building Committee. In addition to being highly qualified, SP&A submitted a fee proposal of \$26,100, which was the lowest received. This work will be paid for with bond money and is eligible for a grant from the School Grants Program.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES THE TOWN MANAGER TO AWARD AND EXECUTE THE ARCHITECTURAL CONTRACT FOR THE ROOF REPLACEMENT AT GMHS, TO THE FIRM OF SILVER PETRUCELLI & ASSOCIATES



**BUDGET OPERATIONS
AUGUST 2021**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
41010 Current Year Taxes	39,514,514	22,306,855	17,207,659	56%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	210,000	121,234	88,767	58%	
41040 Interest & Liens	130,000	46,866	83,134	36%	
41060 Auto Supplement	360,000	0	360,000	0%	Billed - December
Property Taxes	40,214,514	22,474,954	17,739,560	56%	
43170 Spec Ed / Excess	491,779	0	491,779	0%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,278,314	0	5,278,314	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	1,070,721	0	1,070,721	0%	School Bills for Activity
State Education Total	6,840,814	0	6,840,814	0%	
43110 Veterans Exempt GT	3,300	0	3,300	0%	By Assessor Appl. In Aug but receive Pymt. In Dec.
43120 Misc - State	35,332	78	35,255	0%	Pymt. Due - June
43130 Telecommunications	14,000	0	14,000	0%	Pymt. Due - April
43310 State Owned Property	1,061	0	1,061	0%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,500	0	1,500	0%	Pymt. Due - Dec.
43340 E911 PSAP Grant	33,873	0	33,873	0%	Will not receive because East Granby opted out
State Municipal Total	89,066	78	88,989	0%	
Intergovernmental Revenue	6,929,880	78	6,929,803	0%	
43615 Town Clerk Fees	200,000	79,392	120,608	40%	Statutory Collections
43620 Planning & Zoning	5,450	910	4,540	17%	Application Permit Fees
43630 Zoning Bd of Appeals	481	97	384	20%	Application Permit Fees
43640 Building Permits	150,000	49,813	100,187	33%	Building Permit Fees
43660 Inland Wetlands	1,200	62	1,138	5%	Permit/App. Fees
43670 Short Term Investments	65,000	19,699	45,301	30%	
43680 Rents	26,600	3,600	23,000	14%	Drummer, Freshies, School Rental
43690 Sale Maps & Ordinances	275	10	265	4%	
43700 Snow Plow & Grading	7,600	0	7,600	0%	Private Roads
43710 Photocopying	300	90	211	30%	
43715 Open Farm Day	2,500	750	1,750	30%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
43740 Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services
43745 Hay Rentals	14,000	600	13,400	4%	Haying - \$10,000
43760 Library	3,000	623	2,377	21%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	2,525	7,575	25%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	350	70	280	20%	New Const. Activity
43800 Police Photo/Lic/Permits	12,500	1,107	11,393	9%	
43840 Returned Check Fee	100	40	60	40%	
43990 Pay For Participation	53,966	0	53,966	0%	Received from BOE
46038 Miscellaneous	35,000	32,773	2,227	94%	CIRMA
Local Departmental Revenues Total	605,002	208,740	396,262	35%	
43980 CNEF Fund	0	0	0	#DIV/0!	
43950 Transfer-in Fund Bal.	2,963,814	0	2,963,814	0%	
43955 Additional Appropriations	0	0	0	#DIV/0!	
Transfers In Total	2,963,814	0	2,963,814	0%	
Local Dept. Rev. & Transfer In Total	3,568,816	208,740	3,360,076	6%	
General Fund Revenues	50,713,210	22,683,772	28,029,438	45%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
1001	General Administration	344,153	46,196	209,662	88,295	74%	
1003	Legal Services	25,000	315	4,685	20,000	20%	
1005	Fringe Benefits	2,815,806	505,923	58,880	2,251,003	20%	
1007	Town Clerk Operations	161,121	26,069	118,880	16,172	90%	
1009	Probate	4,882	0	0	4,882	0%	
1011	Contingency & Reserve	218,200	6,552	49,663	161,985	26%	
1013	Election Services	48,839	3,021	11,421	34,397	30%	
1015	Boards, Reg. Prog. & Staff Dev.	70,934	38,480	5,659	26,795	62%	
1017	Revenue Collections	134,238	27,542	85,376	21,321	84%	
1019	Property Assessment	195,109	37,271	133,165	24,673	87%	
1021	Finance Management	331,281	63,662	248,159	19,461	94%	
1023	Insurance	367,799	88,323	221,630	57,846	84%	
1031	Community Development	120,764	24,693	91,250	4,821	96%	
	General Government	4,838,126	868,046	1,238,429	2,731,651	44%	
2001	Building Inspection	154,149	25,562	123,924	4,662	97%	
2003	Fire Prevention	351,151	84,190	260,698	6,263	98%	
2005	Emergency Management	8,720	0	0	8,720	0%	
2007	Health Services	171,555	103,830	67,725	0	100%	
2009	Police Dept Administration	361,750	69,565	276,820	15,365	96%	
2011	Police Oper. & Communications	1,873,155	273,101	1,183,903	416,151	78%	
	Pers. & Prop. Protection	2,920,480	556,249	1,913,070	451,161	85%	
3001	Public Works Administration	203,738	35,550	166,061	2,127	99%	
3003	General & Equipment Maint.	1,386,108	176,182	894,262	315,664	77%	
3005	Solid Waste & Recycling	938,100	76,960	799,355	61,785	93%	
3011	Planning & Engineering	34,383	4,740	29,260	383	99%	
3013	Infrastructure Maintenance	686,444	95,665	402,017	188,762	73%	
	Public Works & Env.	3,248,773	389,097	2,290,955	568,721	82%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
4001	Library Services	583,309	116,049	373,138	94,122	84%	
4003	Social-Senior-Youth-Services	343,907	33,915	195,925	114,067	67%	
4005	Recreation Administration	97,489	18,280	80,431	-1,222	101%	
4009	Community Support	3,000	0	0	3,000	0%	
	Lib., Rec., & Soc. Services	1,027,705	168,244	649,493	209,967	80%	
6001	Capital Improvement	1,850,000	0	0	1,850,000	0%	
7001	Debt Service	1,644,620	171,168	0	1,473,452	10%	Payable in August and February
	Capital & Debt Service	3,494,620	171,168	0	3,323,452	5%	
	Town Section	15,529,704	2,152,804	6,091,947	7,284,953	53%	
8001	Board of Education	33,183,506	2,889,243	0	30,294,263	9%	
	Board of Education	33,183,506	2,889,243	0	30,294,263	9%	
9001	Transfer to OPEB Trust Fund	2,000,000	0	0	2,000,000	0%	
	Transfer	2,000,000	0	0	2,000,000	0%	
	General Fund Expenses	50,713,210	5,042,047	6,091,947	39,579,216	22%	